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30 October 1951

*Super Grades*  
*Copy circulated to Class. Staff 10/31*  
*BT 7/15*  
*File 205*

MEMORANDUM FOR: Acting Personnel Director

FROM : Chief, Classification & Wage Division

SUBJECT : History and Approval of Super Grades

1. Reference is made to your request dated 5 October 1951, requesting a report on the history, policies and procedures relative to the use of "super grades" in CIA.

2. On 17 October 1949, in anticipation of the passage of the Classification Act of 1949, the Personnel Director made certain recommendations to the Executive as to positions in the Agency which, in his opinion, might warrant allocation to one of the three approved super grades. This memorandum, based on brief specifications, preliminarily indicated that the following twenty-three positions, exclusive of the three P-9 positions set forth in Public Law 110, might fall in this category.

a. Executive	GS-18
b. Deputy Executive	GS-18
c. Chief, COAPS	GS-18
d. General Counsel	GS-18
e. Asst. Director, ORE	GS-18
f. Asst. Director, OSO	GS-18
g. Asst. Director, OPC	GS-18
h. Asst. Director, OCD	GS-17
i. Asst. Director, Operations	GS-17
j. Advisory Council	GS-17
k. Chief, I&SS	GS-17
l. Dep. Asst. Director, ORE	GS-17
m. Dep. Asst. Director, OSO	GS-17
n. Dep. Asst. Director, OPC	GS-17
o. Management Officer	GS-16
p. Budget Officer	GS-16
q. Personnel Director	GS-16
r. Executive, OPC	GS-16
s. Chief, Plans & Policy, OPC	GS-16
t. Chief, Operations, OPC	GS-16
u. Dep. Asst. Dir., OCD	GS-16
v. Dep. Asst. Dir., OO	GS-16

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	Auth: HR 10-2	
	Date: <i>20 Nov 78</i>	By: <i>oib</i>

3. The above memorandum was returned to the Personnel Director indicating that action would not be taken immediately and that action,

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when taken, would differ to some extent from the above recommendations.

4. On 28 October 1949, the Assistant General Counsel, Mr. Walter Pforzheimer, informed the Director, CIA, of certain provisions of the proposed Act of 1949 and advanced certain opinions with respect to this Agency. Paragraph seven states that the Act establishes three additional grades, 16, 17 and 18, and that since the Agency is exempt from the provisions of the Act by the Act itself, in the considered opinion of the General Counsel employees may be placed in those grades without regard to the Act's limitation as to numbers. The Assistant General Counsel further stated that certifying officers would find it necessary to suspend the vouchers of any payments in GS-16, 17 or 18, and that the question must be submitted to the GAO for a ruling. The question was whether or not CIA could establish any super grades in view of our exemption and without express legislation. The Director concurred in this recommendation and by letter, dated 2 November 1949, requested a decision.

5. Departmental Circular No. 620, issued by the Civil Service Commission on 31 October 1949, outlined the procedure to be followed by the agencies in the recommendation of their positions for approval at grades GS-16, 17 and 18. The procedure among other things called for the following written information:

- a. An individual position description, prepared on Form 75.
- b. Pertinent functional and organizational charts.
- c. Evaluation of the duties, including a statement of qualification requirements for the performance of such duties.

6. CIA, by the Act, was, of course, exempt from the above procedures. On the other hand, Administrative Instruction [ ] issued 25X1A 2 November 1949, in paragraph 2 stated that "Agency positions will be classified in accordance with CSC and Agency standards, and will be allocated with adherence to basic classification principles."

25X1A

7. On 2 November 1949, the Executive, [ ], for the DCI, issued Administrative Instruction [ ] which informed all Agency 25X1A employees of the passage of the Act, its application in CIA, and in paragraph 5 stated that "no positions above GS-15 are authorized for CIA. It is not possible at this time to determine if or when such positions will be authorized."

8. The Comptroller General, by letter dated 15 November 1949 to Admiral Hillenkoetter, ruled as follows:

- a. Section 202 of the Act of 1949 exempted CIA from that Act and accordingly the provisions in that Act, relative to the placement of employees in grades 16, 17 and 18 and the limitations as to numbers of such employees, have no application to CIA.

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b. Section 9, Public Law 110, limited the authority of the Director, CIA, to establish and fix the compensation of not more than three positions in the professional and scientific field at salaries ranging from \$10,000 to \$15,000 per annum. (Public Law 697, 81st Congress, Aug. 16, 1950, amended Section 9 by deleting the figure \$10,000 and substituted the figure \$13,100). Positions desired to be established by the DCI at rates comparable for GS-16, 17 and 18 involving professional and scientific duties would be subject to the limitations, as to numbers and salaries, prescribed by Section 9 of the CIA Act. Positions which do not involve professional and scientific duties are not restricted by Public Law 110 or otherwise as to number of positions or compensation to be paid. (The term "professional and scientific", as used in this letter as well as Section 9 of the Act, was interpreted to mean scientific intelligence functions.)

c. "There would be no legal objection to the establishment of positions in your Agency, for other than professional and scientific duties, with salaries and responsibilities comparable with those provided in General Schedule Grades 16, 17 and 18 without regard to the limitations contained in Section 505 of the Classification Act of 1949."

9. On 18 November 1949, the DCI, Admiral Hillenkoetter, in a memorandum to the Executive established, effective 25 December 1949, certain positions in grades GS-16 and 17.

GS-17

- (1) Executive
- (2) Assistant Director, OPC
- (3) Assistant Director, OSO
- (4) Assistant Director, ORE
- (5) Assistant Director, OO
- (6) Assistant Director, OCD

GS-16

- (1) Deputy Executive
- (2) Dep. Asst. Director, OPC
- (3) Dep. Asst. Director, OSO
- (4) Dep. Asst. Director, ORE
- (5) Dep. Asst. Director, OO
- (6) Dep. Asst. Director, OCD
- (7) General Counsel
- (8) Chief, COAPS
- (9) Chief, Advisory Council
- (10) Chief, I&SS
- (11) Management Officer
- (12) Budget Officer
- (13) Personnel Officer

10. The General Counsel, on 23 November, in a memorandum to the Executive, stated "in our opinion, the Defense Production Act of 1950 has no relation to the mission or function of the Central Intelligence Agency, and this Agency has no responsibilities under the wording of the Act."

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11. On 11 January 1951, the Classification and Wage Division recommended the upgrading from GS-15 to GS-16 of thirteen positions in OSO, ten in OPC and one in OO. No action was taken at that time on the recommended T/O revision. However, personnel actions, on a selected few, were prepared and processed. The T/O was then changed to accommodate those actions. The remaining positions, which we had recommended on 11 January 1951, were approved by the new OSO T/O of 18 April 1951, and the OPC T/O of 5 October 1951.

12. Attached is a current list of the super grades which have been established in CIA.

13. The manner in which this group of positions has come about has made it very difficult to provide documentation by functional statements or position descriptions. Notification of establishment has been by varied means and through unusual channels. The processing of a personnel action, in many cases, signed by competent authority, has been the first indication that a position at this level is to be established. The Advisor for Management has, on numerous occasions, relayed information that his office has been directed to make certain T/O changes reflecting the establishment of a super grade or the upgrading of a super grade. The Classification Division has, in the evaluation of individual positions and approval of overall T/O's, recommended the allocation of [redacted] positions. A large majority of our recommendations have been in OSO or OPC and have been the result of thorough program review and evaluation.

25X9

14. In our opinion, the subject of super grades in this Agency is of sufficient importance as to warrant a detailed review of each such position with a view toward the preparation of adequate justification and documentation of the jobs. At best, this would not be a simple or routine project. The number of positions to be studied is sizeable. The availability of the incumbents for audit purposes and our access to functional statements and directives is of major concern. The project will be of little value or consequence if it is approached without <sup>top level</sup> sanction or a view and determination toward some real accomplishment.

15. It is recommended that:

a. All super grades be reviewed and documented by functional statements, charts, directives, and position descriptions allocated and signed by competent authority;

b. The office making such a review be given support necessary to do a job which can be considered by the Personnel Director and the Assistant Director for Personnel to be complete;

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c. All future super grades be considered in light of the procedure outlined in (a.) above, and in comparison with other positions now in existence in CIA.

16. It is estimated that 80 man days will be required to accomplish the above recommended survey. This schedule proposes that super grades now in existence in the field be documented with information made available at headquarters.

25X1A

Attachment: List

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